

Project Archivists

The Kansas State Historical Society, Inc. (KSHS Inc.), is seeking three archivists for a [National Historical Publications and Records Commission](#) funded Basic Processing project. This project is designed to eliminate the current archival processing backlog by describing manuscripts and state archives holdings at the collection level (manuscripts) and series level (state records), identifying collections and series needing additional attention in several areas, assisting in the development of procedures and a work flow to eliminate future backlogs, and related work.

It is anticipated that these positions will begin work September 1, 2008. The ending date for the project is May 28, 2010.

Applicants should have a master's degree in American history, archival administration, historical administration, library science, or a related field. Knowledge of American history with special emphasis on Western U.S. and Kansas history; archival methods and best practices; special library and national cataloging standards and best practices; historical research methods; and metadata management, specifically using Encoded Archival Description, Dublin Core, MARC (Machine Readable Cataloging), and *Describing Archives: A Contents Standard* is preferred, as is the ability to work with a variety of people in a team environment; balance multiple projects; meet deadlines; and express ideas clearly, orally, and in writing.

The salary for each of these three, 21 month positions is \$2800 per month (\$33,600 per year). Project archivists will be employees of the Kansas State Historical Society, Inc., the private, non profit support corporation for the Kansas Historical Society. *These are not State of Kansas positions and State employee benefits are not available.* Instead, a percentage of base salary will be paid additionally in lieu of fringe benefits.

To apply, request an application packet from:

State Archives & Library
Attn.: Kirsten
Kansas Historical Society
6425 SW 6th Avenue
Topeka KS 66615-1099
voice 785-272-8681, ext. 276
fax 785-272-8682
TDD 785-272-8683
[E-mail Kirsten](#)

Review of applications will begin July 21, 2008.

Questions about the positions should be addressed to the project director, Bob Knecht, at bknecht@kshs.org or 785-272-8681, ext. 304. Additional information on the Kansas Historical Society and its support organization, KSHS Inc., is available on the society's website, <http://kshs.org>.

The Kansas State Historical Society, Inc., is an equal opportunity employer. We actively seek diversity among our employees.

